

CITY OF NEWBERG POSITION DESCRIPTION

Class Title: Library Shelver
Department: Library

Range: 110
FLSA Status: Non-Exempt
Date: October 2016

GENERAL STATEMENT

Performs a variety of routine clerical and manual work in shelving library materials.

SUPERVISION RECEIVED

Works under the supervision of the Circulation lead staff, Senior Library Assistant or other senior staff. Library Assistants II or III may exercise limited supervision over, or direct the activities of, Library Shelves.

SUPERVISION EXERCISED

None generally. May exercise limited supervision over volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Shelves Library materials.

Checks Library material in.

Processes overdue charges and fines;

Performs routine maintenance on books and other materials, such as mending covers, replacing barcodes.

Answers telephone calls and provides information or refers patrons as appropriate.

Assists in maintaining library collections and facilities by picking up toys; straightening books, chairs, shelves, papers and magazines; changing calendars; and emptying waste containers and book drops.

Maintains necessary operating records.

Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, setting up tables and chairs for programs, etc.

PERIPHERAL DUTIES

May assist in checking out materials to users or assisting them in the use of the self-check devices.

Assists staff in the performance of their duties as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

Education and Experience:

Graduation from or attendance at high school, or a GED.

Any equivalent combination of education and experience may be considered.

Special Requirements:

Must successfully pass a criminal history background check.

Knowledge, Skills & Abilities:

- General knowledge of the principles and practices of modern library systems and programs.
- Skill in operation of standard office equipment and specialized library services equipment.
- Ability to accurately maintain library systems.
- Ability to orally communicate effectively.
- Ability to establish and maintain positive and cooperative working relationships with patrons, City staff, other organizations and the general public.

TOOLS AND EQUIPMENT USED

Library computer system; personal computer, standard library and office equipment and a variety of communication devices.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds and push book carts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is generally moderate with occasional loud outbursts.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revision History: September, 1995, August, 2002, Changed from Page to Shelver July, 2004; July, 2013.